From:	Gregory, Thomas
To:	Morris, Laura BV; Joshua Hill; Ruschaupt, Chris @ Washington DC (Chris.Ruschaupt@cbre.com); Tracey D. Dickens (tdickens@ucpmanagement.com); Deborah Perry (dperry@ucpmanagement.com); Danny Mapili - WPD-C; Edwin Lopacki - WPCB; Hallie Futterman - WPDAA; Carrie Anderson; Terry Lamb Sr.; Todd Williams; Goldfarb, Lynn; Philip Mudd; Kristen.Winters@talullc.com; barbara.isaacs@akima.com; O"Leary, Coleen
Subject:	Furniture Kick-off Meeting this week - Thursday morning before 11:00
Start:	Thursday, October 13, 2016 9:00:00 AM
End:	Thursday, October 13, 2016 10:00:00 AM
Location:	888 1st Street NW DC Room 3M-1 - Call-in line 1.888.535.0454 and code 2025855656

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Afternoon Everyone,
I wanted to follow-up to finalize a time for us to meet this coming week. It appears that Thursday morning from 9:00am -10:00 am works for us to meet and discuss the following:

- Review the package and any questions from Talu
- Review all points of contact moving forward for all parties.
- Review the schedule for procurement and award relative to the swing space, mockup and Phase 1 construction.

We will be sending the CAD furniture files and updated furniture package (this will not yet have the two alternates yet for the closed file and closed bookcase at offices) today.

Please reconfirm if this still works for everyone. FERC will be planning to meet immediately after at 10:00 to discussed additional project details.

Regards.

Tom

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Project Manager, Associate

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